

# JOINT BOARD OF LICENSURE AND CERTIFICATION

## STATE OF NEW HAMPSHIRE

LOUISE LAVERTU  
EXECUTIVE DIRECTOR

57 Regional Drive  
Concord, N.H. 03301-8518

PROFESSIONAL ENGINEERS  
ARCHITECTS  
LAND SURVEYORS  
FORESTERS  
PROFESSIONAL GEOLOGISTS  
NATURAL SCIENTISTS  
LANDSCAPE ARCHITECTS

Telephone 603-271-2219  
Fax 271-7928 • 271-6990



### **PROFESSIONAL ENGINEER** **RENEWAL NOTICE**

Our records indicate that your birthmonth is **November**; therefore, your renewal & fee is now due.

The renewal fee is **\$150.00** for the ensuing two years and is payable on or before **November 30, 2008**. Please make check payable to: **Treasurer, State of NH** and submit with the completed form below. If you do not wish to renew your license, please check the space provided, so that we may update our records. The Board shall charge a late fee of **\$30.00** for each month or fraction of a month the renewal is late, up to 12 months, **in addition to the renewal fee**.

Amount enclosed \$\_\_\_\_\_ You may renew on-line at <https://nhlicenses2.nh.gov/professional/>

**NAME** \_\_\_\_\_

**PE#** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_

**BUSINESS NAME & ADDRESS** \_\_\_\_\_

**WORK PHONE** \_\_\_\_\_

(Please Circle Mailing Address)

**EMAIL ADDRESS** \_\_\_\_\_

- ☐ **\$150.00 -Yes, I do wish to renew**      ☐ **No, I do not wish to renew.**
- ☐ **\$30.00 - Retired Status:** I am no longer receiving remuneration for professional engineering services.
- ☐ **If age 70 or older - The fee is waived if:** 70 years of age or older at time of renewal, and has held an engineering license continuously in NH for the 10 years immediately preceding the renewal.
- ☐ **First Time Renewal** – No PDH's due. *Do not submit PDH log.*
- ☐ **I wish to be informed of all proposed Administrative Rule changes.** I understand I will be assessed a nominal fee for copying and postage.

**CHECK ONE:**

YES      NO

1. Have there been any legal judgments decided against you or your firm ..... ☐      ☐  
regarding your professional engineering activities?
2. Have you had any disciplinary action brought against you for your services as a..... ☐      ☐  
Professional Engineer?

**If yes, include complete details and submit on additional sheet.**

**RULES OF PROFESSIONAL CONDUCT:**

**I certify to the best of my understanding, knowledge and belief that I have adhered to and agree to abide by the ethical and professional standards of New Hampshire Code of Administrative Rules Eng 500; and**

**CONTINUING PROFESSIONAL DEVELOPMENT:**

**I attest that the information contained in this form and the attached continuing professional development activity log is true and correct to the best of my knowledge and belief and complies with the minimum of 30 professional development hours of approved professional development hours required by Eng 403.01 (b). I further acknowledge that the provision of false information in the application is a basis for disciplinary action by the board:**

SIGN HERE



\_\_\_\_\_  
Signature

**PDH ACTIVITY LOG INSTRUCTIONS**

You must complete the attached continuing professional development activity log and **submit it to the Board** with your completed renewal form. The Board requires no other documentation at this time. The Board will conduct random audits to ensure compliance with continuing professional development requirements. If you are selected for an audit, you will be required to provide documentation of all activities claimed for continuing professional development credit.

It is important that a sufficient title/description be provided to identify the activity. You must provide the name of the sponsoring organization, the location, date, PDH's claimed for the activity and cumulative PDH's for the renewal period. **Incomplete activity logs will result in return of your renewal and delay in processing of the renewal of your license.**

*Find us on the world wide web at [www.state.nh.us/jtboard/home.htm](http://www.state.nh.us/jtboard/home.htm)*

*Renew on-line at <https://nhlicenses2.nh.gov/professional/>*

## **N H BOARD OF PROFESSIONAL ENGINEERS** **CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITY LOG\***

<b><u>FOR THE PERIOD</u></b>		<b><u>NAME:</u></b>
From: <b>12/1/06</b>	To: <b>11/30/08</b>	<b><u>PE LICENSE NO:</u></b>

	Date(s) or Date Range	Nature of Activity and Sponsoring Organization	PDH's for this Activity
		Location and Speaker/Instructor (As Applicable)	Cumulative PDH's for

**\*ENG 403.01 (b) REQUIRES A MINIMUM OF 30 PDH'S PER BIENNIUM**

**You may pay your fee with a credit card by filling out this form. Please make sure that all information is correct and up to date. Indicate what the fee is for under transaction type.**

Transaction Type: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Card Type: (please circle one) Visa    Mastercard    **(required)**

Card Number: \_\_\_\_\_ **(required)**

Expiration Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_ **(required)**

Billing Name and Address (your billing address must match the address associated with the credit card you are using.)

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_

Authorization Signature: \_\_\_\_\_